

**CITY OF CINCINNATI - FIRE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Fire		97-1	APPLICATION FOR UNDERGROUND AND ABOVE STORAGE TANKS AND LOG	10 Years after tank is out of service	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-2	FIRE WORKS APPLICATION AND LOG	30 Days after expiration if no action is pending	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-3	COORDINATED REPORTS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-4	BUILDING PLANS LOG	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-5	MONTHLY REINSPECTION RECORDS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-6	PERMITS ISSUED SHEETS	3 Years provided audited	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-7	PERMIT APPLICATIONS	3 Years provided audited	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-8	INVOICES F-16'S	3 Years provided audited	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-9	PERMITS, F-17	3 Years after expiration provided no action pending	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-10	SUPPRESSION ROUTING SLIP	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-11	SPREADSHEET	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-12	RECORD OF ACCEPTANCE TEST (F120A)	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-13	RECORD OF ACCEPTANCE TEST (F-239)	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-14	BILLING FOR FIRE SUPPRESSION ACCEPTANCE (F-262)	3 Years provided audited	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-15	VEHICLE MOVE IN REQUEST	3 Years provided audited	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-16	SPECIALIST CALENDARS	1 Year	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-17	EMS RECORDS	7 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-17a	EMS RECORDS	Permanent	Microfilm	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-18	RESCUE AND AMBULANCE DAILY ACTIVITY REPORTS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-19	DISPATCH SHEET - RECORD OF RUNS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-20	INFORMATION REQUEST (ENV ASSESS)	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-21	SUPPLY REQUISITIONS (F-27)	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-22	LADDER/ENG CO. F-47 (In Chief's Office)	Permanent	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-23	GENERAL CORRESPONDENCE, NOTICES, MEMOS	Until superceded in Chief's Office	Paper	05/29/1997	Steidel, Chief Thomas E.

**CITY OF CINCINNATI - FIRE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Fire		97-24	REFERRALS FROM COUNCIL	7 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-25	LOG SHEETS FOR RIGHT TO KNOW	2 Years after resolution of case	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-26	MISC RECORDS FOR RIGHT TO KNOW	7 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-27	DAILY STAFFING RECORDS	1 Year	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-28	FIRE INCIDENT REPORTS (F-902)	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-28A	FIRE INCIDENT REPORTS (F-902)	Permanent	Microfilm	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-29	INSPECTION RECORDS, OCCUPANCY POSTING VIOLATION LETTERS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-30	INSPECTION REQUESTS COMPLAINT FORM	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-31	F-3S	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-32	F-37S CLAIM VOUCHER	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-33	F-10S CASH RECEIPT SCHEDULE	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-34	F-81S DEPOSIT IN CITY TREASURY	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-35	REQUISITIONS - F-1S	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-36	F-36S REQUISITIONS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-37	F-70S TRAVEL REQUEST	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-38	F-19S ID BILLS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-39	CASH RECEIPTS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-40	CONTRACTS	3 Years after expiration	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-41	PURCHASE ORDERS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-42	PAYROLL ATTENDANCE	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-43	VAC HOL SWP COMP BALANCES	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-44	CONSOLIDATION/EDIT REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-45	GROSS PAY REGISTER	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-46	STATEMENT OF BAL APPR FUNDS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-47	STATEMENT OF BALANCE RES FUNDS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-48	NET REVENUE REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-49	CLASSIFIED REVENUE REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-50	CLASSIFIED EXPENSE REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-51	DETAILED PURCHASE ORD REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-52	DETAIL ENTRY REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-53	VOUCHER PAID REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-54	OVERTIME AND ABOVE GRADE	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-55	SCHEDULE OF ACCTS REC	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-56	ACCIDENT REPORTS (VEHICULAR)	10 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-57	TABLE OF ORGANIZATION	10 Years	Paper	05/29/1997	Steidel, Chief Thomas E.

**CITY OF CINCINNATI - FIRE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Fire		97-58	ANNUAL REPORTS	Permanent	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-59	INSPECTION CARDS: F-110 White; F-110 A Blue; F-110 B Yellow; F110 C Orange; F-110 D Pink; F-227 Fire Hydrant Card; F-109 Inspection form	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-60	WATER SURVEYS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-61	F-239 STANDPIPE TEST	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-62	75S FUEL INVENTORY REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-63	F-46 C&M MULTIPLE ALARM	Permanent	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-64	PERSONNEL JACKETS - Current (Incl. Injury, Workmen's Comp reports, change of emp data (F-14), ratings, commendations, leaves of absence, disciplinary actions, misc. data)	Retain until termination of employee - then follow as separated personnel jacket for One Year.	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-65	PERSONNEL JACKETS - Separated Personnel (Incl above records)	Except for Leaves of Absence and change of employee data (F-14S) Permanent	Microfilm	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-66	INFORMATION REQUEST FOR RIGHT TO KNOW	7 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-67	RIGHT TO KNOW LOG SHEETS	2 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-68	RIGHT TO KNOW SUBMISSIONS (INVENTORY FORMS, DATA SHEETS, BLDG LAYOUTS)	7 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-69	RIGHT TO KNOW CORRESPONDENCE	7 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-70	DISTRICT CHIEF'S WORK SCHEDULE	1 Year	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-71	PHQI AND II (PERSONAL HISTORY QUESTIONNAIRE)	5 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-72	TRAINING RECORDS	Permanent	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		97-73	RECORDS OF THE BOARD OF REVIEW	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.
Safety	Fire		98-1	PHQI (PERSONAL HISTORY QUESTIONNAIRE USED FOR RECRUITING	2 Years	Paper	05/08/1998	Wright, Chief Robert
Safety	Fire		98-2	PHQII (PERSONAL HISTORY QUESTIONNAIRE USED FOR RECRUITING	2 Years	Paper	05/08/1998	Wright, Chief Robert

**CITY OF CINCINNATI - FIRE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Fire		98-3	BACKGROUND INVESTIGATION FILES (release forms, criminal history, pre-employment investigations, fingerprints, military service, educational transcripts, investigators notes)	5 Years	Paper	05/08/1998	Wright, Chief Robert
Safety	Fire		98-4	TRAINING RECORDS (tests, hours trained)	5 Years	Paper	05/08/1998	Wright, Chief Robert
Safety	Fire		98-5	RECORDS OF THE BOARD OF REVIEW	5 Years	Paper	05/08/1998	Wright, Chief Robert
Safety	Fire		98-6	STEP UP SHEETS (SALARY STEP UP APPROVALS)	3 Years	Paper	05/08/1998	Wright, Chief Robert
Fire			03-1	F-17 CASE SUMMARY	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-2	F-17 NOTIFICATION OF CANCELLATION/RESCHEDULING OF HEARINGS	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-3	F-17 NOTIFICATION TO WITNESSES	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-4	F-17 HEARING OFFICER'S LETTER OF RECOMMENDATION	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-5	CHARGE SHEET	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-6	HEARING BOOKLET	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-7	F-32 HEARING SUMMARY	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-8	F-66 NOTICE OF OFFICIAL REPRIMAND	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-9	F-280 RECORD OF CORRECTIVE ACTION	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-10	CORRESPONDENCE FROM OTHER AGENCIES	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-11	CORRESPONDENCE TO OTHER AGENCIES FROM I.I.S.	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-12	MEDICAL RELEASES	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-13	DRUG SCREENINGS	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-14	LOG BOOK	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-15	CIVIL SERVICE APPEAL RULING	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-16	CASSETTE TAPES	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-17	COMPUTER FILES (H.D.)	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-18	COMPUTER FILES	5 Years	Diskette	06/05/2003	Wright, Chief Robert
Fire			03-19	EMAIL CORRESPONDENCE	5 Years		06/05/2003	Wright, Chief Robert
Fire			03-20	WAIVERS	5 Years	Paper	06/05/2003	Wright, Chief Robert
Fire			03-21	ANNUAL REPORT	Permanent	Paper	06/05/2003	Wright, Chief Robert
Fire			03-22	F-273B CITIZEN COMPLAINT REPORT	5 Years	Paper	06/05/2003	Wright, Chief Robert